



*The headquarters of the International Baccalaureate Organization (IBO) are in Geneva, Switzerland. There are four regional offices. Schools' applications are processed through the relevant regional office: Africa/Europe/Middle East, Asia/Pacific, Latin America, North America & the Caribbean.*

## **Application Procedure for Candidate Schools**

### **A. General**

#### **Article 1: Scope and Definitions**

This document describes the conditions that apply to schools seeking authorization to offer one or more of the three educational programmes developed and managed by the International Baccalaureate Organization (hereinafter the "IBO") that is:

- the Diploma Programme
- the Middle Years Programme (hereinafter "MYP")
- the Primary Years Programme (hereinafter "PYP").

#### **Article 2: Acceptance of IBO Regulations and Procedures**

- 2.1 Candidate schools agree to comply with the relevant IBO programme regulations and procedures which govern authorization to teach the IB programmes.
- 2.2 The *Guides to School Application* for the PYP, the MYP and the Diploma Programme each include an application form that must be used in seeking authorization.
- 2.3 Candidate schools acknowledge they have read the relevant guides and accept their content.

#### **Article 3: Criteria of Authorization**

- 3.1 The IBO has full discretion to decide whether to process applications and to grant or deny authorization to any candidate school.
- 3.2 In order for a school's candidature to be considered, the following requirements must be met:
  - The school must be committed to the promotion of international understanding through education, as expressed in the mission statement of the IBO.
  - The school must accept the philosophy of the IB programme(s) it wishes to teach, as expressed in the relevant documents describing the programme(s).
  - If requested by the IBO, the school must demonstrate that its candidature has any necessary approvals from local, regional and national authorities.
  - The school must have successfully completed the application procedure relevant to the IB programme(s) it wishes to teach.

#### **Article 4: Reference to the IBO' s Name and Programmes**

- 4.1 Candidate schools must not claim during the application procedure, either orally or in their documentation, that they are authorized to deliver IB programmes. Only a school that has been granted authorization by the director general to teach one or more of the IB programmes is entitled to describe itself as an "IB world school" or make reference to the IBO name and programmes in accordance with the conditions provided in the *Rules for Authorized Schools*.
- 4.2 After having duly filed its application form in accordance with article 8.2 of this application procedure, a candidate school is entitled to describe itself as such if it needs to for reasons of funding or any other reason. However, because a candidate school may be unsuccessful in obtaining authorization, any reference to itself as a candidate school is made at its own risk without the IBO accepting any responsibility for the consequences if the authorization is refused by the IBO under article 14 of this application procedure.

#### **Article 5: Multiple Campus Schools**

- 5.1 If a school is divided between two or more campuses, each campus is normally deemed a separate candidate school and must individually fulfil all the conditions of authorization stipulated in this application procedure.
- 5.2 In some cases the IBO recognizes that a single programme may, for logistical reasons, be taught in one or more different sites or campuses, perhaps some distance apart. If such a 'split-site programme' is to be regarded as one unit for the purposes of recognition and fees, the following criteria must all be satisfied:
  - (a) one person is responsible for the educational leadership of the programme across sites
  - (b) one person will be nominated as the IB programme coordinator for the combined programme
  - (c) there will be horizontal and vertical articulation of the programme across the sites
  - (d) the staff will meet frequently for collaborative planning.

#### **Article 6: The Middle Years shared programmes**

Where there is an educational continuum between two or more schools offering the earlier years of the MYP and leading to the final years in another school, the IBO recognises this cluster of schools as one programme. Only the latter school receives mailings and accounts.

### **B. The Application Procedure**

#### **Article 7: Phases and Terms of the Application**

- 7.1 The application procedure consists of two phases for the Diploma Programme and three phases for the MYP and the PYP. The *Guides to School Application*, available from the IBO's regional offices, provide detailed information concerning the administrative details of the application procedure: the issues that need to be addressed, a timetable, the list of required supporting documents and the applicable fee.
- 7.2 Application fees are defined in the IBO's scales of fees and are non-refundable. Candidate schools bear all costs linked to the application procedure. Any costs incurred by candidate schools before, during or after the application procedure are incurred at their own risk and cannot be claimed from the IBO if the application is unsuccessful.

- 7.3 No actions taken or statements made, written or oral, by IBO representatives during the application procedure may be construed as being implied or express indications/warranties that the candidate school will be granted authorization.
- 7.4 The IBO accepts no responsibility for any damage, direct or indirect, suffered by a candidate school in connection with the application procedure.

#### **Article 8: First Phase—Feasibility Study and Identification of Resources**

- 8.1 During this first phase the school conducts an internal feasibility study on the implementation of the IB programme(s) at the school, by making an in-depth analysis of the philosophy and curriculum of the IB programme(s) it wishes to teach and identifying the resources needed to deliver the programme(s). This is done on the basis of the IBO's documentation.
- 8.2 If at the end of its internal feasibility study a school decides it wishes to become a candidate for authorization to deliver IB programmes, the school must file the duly completed relevant part of the application form(s) with its regional office.

#### **Article 9: Second Phase (for MYP and PYP only)—Trial Implementation Period**

- 9.1 This phase applies only to schools seeking authorization to teach the MYP and/or the PYP.
- 9.2 During this phase the candidate school must put in place all the processes and resources needed to deliver the chosen IB programme(s), including selecting a programme coordinator and undertaking teacher training provided by or approved by the IBO.
- 9.3 Having taken the foregoing actions, the candidate school must inform the relevant IBO regional office of the school's intention to introduce the courses for the chosen programme(s) for a trial period.
- 9.4 The candidate school must then teach the chosen IB programme(s) for a trial period of at least one year, during which it must seek guidance from the relevant IBO regional office whenever necessary.
- 9.5 A consultation visit may be made to the school in order to offer additional guidance.

#### **Article 10: Final Phase—School Visit**

- 10.1 On receipt of a formal application for authorization to teach the Diploma Programme, the relevant IBO regional office will arrange an on-site visit by an IBO delegation to the candidate school. The purpose of this visit is to evaluate and prepare an internal report on the candidate school's capability to deliver the programme in accordance with the IBO's requirements. The visit is funded entirely by the candidate school.
- 10.2 At the end of the trial period for schools applying to teach the MYP and/or the PYP, on receipt of the completed application, the relevant IBO regional office will arrange an on-site visit by an IBO delegation to the candidate school. The purpose of this visit is to evaluate and prepare an internal report on the candidate school's capacity to deliver the programme in accordance with the IBO's requirements. The visit is funded entirely by the candidate school.

### **C. Decisions by the IBO**

#### **Article 11: The Decision Process**

- 11.1 The relevant IBO regional office will submit to the director general of the IBO the candidate school's application and the report of the visiting delegation.
- 11.2 The director general is responsible for deciding the outcome of all applications made by candidate schools, after consultation with the relevant regional office and taking into account the report of the visiting delegation.
- 11.3 Authorization to teach an IB programme may be granted, postponed or denied by the director general.

#### **Article 12: Authorization**

If the director general considers that the application by the candidate school meets the IBO's requirements, authorization to teach the relevant IB programme(s) will be granted subject to the conditions stipulated in the *Rules for Authorized Schools* annexed to the candidate school's application form(s). A letter of authorization from the director general will be sent from the head office in Geneva, Switzerland.

#### **Article 13: Postponement of authorization**

- 13.1 Authorization to teach a programme may be postponed if the IBO considers that certain changes/improvements first need to be implemented by the candidate school.
- 13.2 In such cases, the regional director of the relevant IBO regional office will write to the candidate school listing in detail the changes/improvements that must be made, eg with regard to materials, resources and languages. In his letter the regional director will fix a deadline within which evidence must be submitted that these changes have been made. A return visit to the candidate school may also be scheduled, at the candidate school's expense.
- 13.3 If the IBO is satisfied that the recommended changes/improvements have been successfully completed, authorization will be granted.

#### **Article 14: Refusal of authorization**

- 14.1 The IBO has full discretion to refuse to authorize a candidate school to teach an IB programme.
- 14.2 If authorization is refused, the director general will give summary reasons for this decision. The decision is final: it is not subject to reconsideration or appeal.

#### **Article 15: Renewed Applications**

The IBO will consider a renewed application only if at least two years have elapsed since the previous application. Renewed applications will be governed by the same conditions as initial applications.

### **D. Final Provisions**

#### **Article 16: Governing Law**

Swiss law governs this *Application Procedure for Candidate Schools* and all other documents relating to the authorization process.

#### **Article 17: Arbitration of disputes**

- 17.1 Any dispute arising from or in connection with this *Application Procedure for Candidate Schools* or any other document relating to the authorization process shall be finally settled by three arbitrators in accordance with the *Rules of Arbitration* of the Chamber of Commerce and Industry of Geneva.
- 17.2 The seat of the arbitration shall be Geneva, Switzerland.
- 17.3 The proceedings shall be confidential and the language of the arbitration shall be English.